

Chapter 14

Deployment - Military Housing

This Section stipulates policy and procedures regarding the occupancy of Government controlled Housing and private rental housing during deployment. It is intended to provide instruction and to advise sponsors and family members regarding their options and responsibilities during the sponsor's deployment.

14-1 General Information

Family members may voluntarily retain their quarters after the sponsor deploys, and may remain in Government quarters until the sponsor returns from deployment.

Single/sole parents and military married couples (military married to military) who are both deploying may retain housing for their dependent family members during deployment. They will be required to appoint a legal guardian in writing to assume responsibility of the care and conduct of their minor children. In addition, the sponsor must request approval from the ASG Commander for the legal guardian to reside in their quarters during his absence. Occupancy of the sponsor's quarters will be extended to the legal guardian only and does not include their friends, relatives, family members, or other persons associated with the guardian.

Military married couples without dependent children may retain Government family quarters, even if both are deployed.

Nondependent family members and guests may be allowed to reside in Government quarters during the sponsor's absence. In cases where the individual is another military member or is the dependent of a military sponsor, the habitation will be considered as a joint occupancy, and the military member or the sponsor of the family member will forfeit his BAQ during the occupancy of the quarters.

Sponsors must request approval in writing from the BSB Commander for anyone other than their family members to reside in their quarters during his/her absence. Requests must include the name, address and phone numbers (work and home) of the individual.

Sponsors currently on waiting lists may elect to be bypassed on the list until they return from deployment or may have their spouses accept an offer of quarters,

and sign for the quarters and any required furniture, furnishings and equipment. A power of attorney is not required. The Housing Division must be notified that the spouse will be signing for quarters in the sponsor's absence, and must be provided appropriate telephone numbers to contact the spouse when quarters are available. The spouse's signature on behalf of the sponsor does not relieve the sponsor from the basic responsibility for the Government property.

Service members with concurrent family travel orders who are scheduled to deploy upon arrival in Europe, and who delay bringing their families to Europe until after the deployment, may apply for quarters upon arrival and will be placed on the waiting list as of the date departed last duty station.

Service members pending deployment with approved exceptions to housing policy to move from private rental housing (PRH) to Government housing for hardship or compassionate reasons will be placed on the appropriate waiting list as of the date of application for Government housing unless otherwise dictated for compelling reasons by the approving authority. Such moves will be at Government expense. Termination of PRH leases will be in accordance with lease contract agreements.

Sponsors, whose family members terminate quarters and return to the states at personal expense during the deployment, may re-apply for Government housing upon return from deployment if the sponsor will have a minimum of 12 months retainability in command. The sponsor will be placed on the waiting list as of the date of application. TLA is not authorized while waiting for quarters to become available. If family members return prior to the sponsor's signing for quarters, all expenses incurred while waiting for housing to be assigned will be borne by the sponsor.

Sponsors whose family members terminate quarters and return to the states at Government expense on Advance or Early Return of Dependents orders are eligible for occupancy of Government housing when they return from deployment if the sponsor has a minimum of 12 months retainability in command, and if command sponsorship is re-established. The eligibility date for placement on the waiting list will be the date com-

mand sponsorship is approved or re-established.

Non-command sponsored family members, members of the National Guard, Reserve, and their family members are not eligible for occupancy of Government owned or controlled family housing. Exceptions to house these family members cannot be granted. Family members must be command sponsored in order to reside in Government housing.

14-2 Government Quarters resident options

During the sponsor's deployment, family members will have the following options:

Remain in Assigned Government Quarters

Spouses who remain in their assigned quarters assume responsibility for the quarters. This responsibility involves the care and upkeep of the quarters in accordance with housing regulations and local policy, to include grass cutting and other yard work, maintaining security of the quarters, reporting maintenance and repair requirements (i.e., broken, damaged or malfunctioning equipment, furnishings or fixtures), cleaning of stairwells, etc.

Maintain Assignment to Government Quarters and Depart the Area (at Personal Expense)

Retention of Government quarters is authorized only if the relocation is temporary and the family members plan to return to the quarters. Prior to departure, the spouse is responsible for:

- Identifying in writing (name, duty and work address and telephone numbers), a point of contact (POC) for the continued care and upkeep of their assigned quarters (including grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs) to the Housing Division. The Housing Division will not replace lost keys or allow entry to quarters during the spouse's absence if a POC has not been identified in the individual's housing file.
- Providing the POC with keys to the quarters for emergency purposes and for periodic checks of the quarters to prevent damage due to non-occupancy (e.g., frozen water pipes).
- Making arrangements for the care of any pets by non-deploying personnel, personal friends, or the spouses of personal friends. Pets are not to be left in vacant quarters unattended for any period of time.

- Notifying the Housing Division of their departure plans (length of absence).
- Providing the Housing Division with a telephone number where they can be reached in case of emergency in their quarters.
- In the event a POC to maintain the quarters is not provided, and the spouse cannot be contacted, the Housing Division will coordinate with the unit commander to contact the deployed service member prior to initiating termination of abandoned quarters procedures.

Terminate Assignment to Government Housing and Return to CONUS

Quarters termination procedures will be in accordance with established housing regulations and local policy.

The spouse may terminate assignment to Government quarters in the absence of the sponsor without a power of attorney. With permanent change of station (PCS) orders or Early Return of Dependent (ERD) orders, the move and quarters cleaning will be at Government expense. The spouse must coordinate with the Transportation Office to make arrangements for travel of family members and shipment of household goods (HHG). Without PCS or ERD orders, the move will be at the sponsor's expense and the individual must clean quarters to regulatory standards.

The individual approved to reside in the sponsor's quarters, the POC responsible for the upkeep of the sponsor's quarters or anyone else must have a power of attorney to terminate assignment of Government quarters for a sponsor. The sponsor must request termination of assignment to Government Quarters in writing. The request must be forwarded to the Housing Division, and must include the name, address and duty, work and home telephone numbers of the individual or POC who will be clearing the quarters for the sponsor, and a copy of the power of attorney for that individual.



Stay With Friends or Relatives in Government Quarters

It is permissible for spouses assigned Government quarters to temporarily reside with friends or relatives who are also assigned Government quarters during the deployment period; however, spouses who temporarily relocate must still maintain care and upkeep of their assigned quarters. The Housing Division should also be notified of the location of the spouse who temporarily moves to other quarters.

In the event family members abandon their assigned quarters (remove household goods and depart the area without clearing the quarters through the Housing Division), the deployed sponsor will be charged for the following:

- Cleaning of the quarters
- Changing the door locks
- Damages beyond fair wear
- Missing furniture, furnishings and equipment

The sponsor may also be held legally responsible for damages that occur in the quarters after abandonment.

14-3 Private Rental Housing options

Sponsors and/or spouses who reside off-post in Private Rental Housing (PRH) will have the following options:

Retain Their Private Rental Housing

Sponsors will continue to be paid BAQ and OHA. It is the responsibility of the sponsor to make arrangements for payment of rent, utilities and phone bills prior to departure. Establishing direct payroll deposits for automatic bill paying is strongly recommended. Sponsors should also consider acquiring liability insurance and personal property insurance in the event damage occurs to their quarters or to Government and/or landlord furnishings and equipment due to negligence, breaking and entering, theft or vandalism.

A sponsor whose spouse plans to depart the area for an extended period of time must make arrangements for a responsible individual (e.g., POC) to continue the care and upkeep of their rental unit during their absence. The Housing Division and the landlord must be informed of the name, and the duty, work and home telephone numbers of the individual.

The sponsor or the spouse should provide the responsible individual with keys to their rental unit to oversee the security of their personal property, and to periodically check and air out the unit as a preventive

measure to ensure that no damage occurs. It is recommended that the responsible individual be provided a special power of attorney to handle any problems that may occur during their absence and with a telephone number where the spouse can be reached in case of emergency regarding their quarters.

Move Out of Private Rental Housing Prior to, or During, Deployment

Termination of leases will be in accordance with lease contract agreements. A power of attorney is required for anyone other than the sponsor or spouse to terminate Private Leased Quarters.

Sponsors or spouses should notify their landlords in advance if they intend to move out of their PRH. Written notice must be given to the landlord as specified in the lease agreement. The Housing Office should be contacted for assistance in determining the provisions of lease contracts. Any costs associated with the termination of the lease agreement (cleaning, renovation/restoration fees) are at the service member's expense.

With PCS or ERD orders, the spouse may coordinate with the Transportation Office for travel or family members and shipment of HHG at Government expense.

Without PCS or ERD orders, the family member travel and shipment of HHG will be at the sponsor's expense.

Arrangements must be made with the Housing Office to have Government furniture, furnishings and appliances picked up prior to final inspection and return of the rental unit to the landlord.

14-4 Options for Married Military Couples

Military married couples (military married to military) living in government quarters who are both being deployed have the following options:

Retain Their Government Quarters

If no children are involved, the ASG Commander may approve exceptions to policy to authorize storage of HHG at Government expense and retention of quarters for the duration of deployment. If children are involved, the requirements are:

Identifying in writing (name, duty and work address and telephone numbers), a point of contact (POC) for the continued care and upkeep of their assigned quarters (including grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs) to the Housing Division.

The Housing Division will not replace lost keys or allow entry to quarters during the service members' absence if a POC has not been identified in the individual's housing file.

Providing the POC with keys to the quarters for emergency purposes and for periodic checks of the quarters to prevent damage due to non-occupancy (e.g., frozen water pipes).

Making arrangements for the care of pets by non-deploying personnel, personal friends, or spouses of personal friends. Pets are not to be left in vacant quarters for any period of time.

Notifying the Housing Division of their departure plans (length of absence).

Providing the Housing Division with a telephone number where they can be reached in case of emergency in their quarters.



Terminate Their Assignment in Government Quarters

Household goods may be packed and stored at Government expense if approved by the ASG Commander. A written request must be submitted through normal channels to have personal property packed and stored at Government expense.

Since military married couples are not required to terminate their quarters assignment, if they do so it will be considered for personal reasons. If, upon their return from deployment, they want to re-apply for Government quarters, they will be placed on the waiting list as of the date of application. They must have at least six (6) months remaining on their tours after quarters are assigned in order to apply for quarters.

Those couples, who have children and decide to send them to the States through advance return of dependents at Government expense, must apply for command sponsorship for the children before re-applying for quarters. The date of application for placement on the waiting list will be the date command sponsorship was approved or re-established.

14-5 Married Military in Private Rentals

Retain Private Rental Housing

Sponsors will continue to be paid BAQ and OHA. It is the responsibility of the sponsors to make arrangements for payment of rent, utilities and phone bills prior to departure. Establishing direct payroll deposits

for automatic bill paying is strongly recommended. Sponsors should also consider acquiring liability insurance and personal property insurance in the event damage occurs to their quarters or to Government and/or landlord furnishings and equipment due to negligence, breaking and entering, theft or vandalism.

Sponsors must make arrangements for a responsible individual (e.g., POC) to continue the care and upkeep of their rental unit during their absence. The Housing Division and the landlord must be informed of the name, and the duty, work and home telephone numbers of the individual.

Sponsors should provide the responsible individual with keys to their rental unit to oversee the security of their personal property, and to periodically check and air out the unit as a preventive measure to ensure that no damage occurs. It is recommended that the responsible individual be provided a special power of attorney to handle any problems that may occur during their absence and with a telephone number where the spouse can be reached in case of emergency regarding their quarters.

Terminate a Private Rental Housing Lease

Termination of leases will be in accordance with lease contract agreements. A power of attorney is required for anyone other than the sponsor or their spouse to terminate PRH.

Sponsors should notify their landlords in advance if they intend to move out of their PRH. Written notice must be given to the landlord as specified in the lease agreement. The Housing Office should be contacted for assistance in determining the provisions of lease contracts. Any costs associated with the termination of the lease agreement (cleaning, renovation/restoration fees) are at the service member's expense.

Arrangements must be made with the Housing Office to have Government furniture, furnishings and appliances picked up prior to final inspection and return of the rental unit to the landlord.

14-6 Point of Contact

The 254th BSB Housing Division is the point of contact (POC) for any housing related issue regarding occupancy of Government and Private Leased Quarters during deployment. Housing regulations and local policy governing quarters occupancy, assignment and termination of housing remain in effect.

Chapter 15

Deployment - Unaccompanied Personnel Housing

This section is intended to provide instructions and to advise unaccompanied personnel regarding their options and responsibilities during their deployment. As stated earlier, the BSB Housing Division is the Point of Contact (POC) for any housing related issues regarding deployment.

15-1 Service members in UPH/OQ/SEQ/SQ

Service members may be required to vacate their quarters in the event the quarters are needed to house follow-on forces. Personal property will be packed and stored during deployment. Reimbursement of telephone and cable TV reconnection fees will be at Government expense. Separate instructions will be provided if this option is implemented.

If not required to Vacate Quarters:



- Service members residing in a one-person room may have their personal property inventoried by a unit supply NCO. Government furnishings and equipment will be inventoried and their rooms secured. Only unit supply NCO or other authorized personnel will have access to the service member's rooms for emergency purposes.

- Service members who share their quarters with a roommate may have their personal property inventoried by a unit supply NCO or other unit appointed authority and stored.

sonal property inventoried by a unit supply NCO or other unit appointed authority and stored.

15-2 Private Leased Quarters Options

Unaccompanied personnel who reside off-post in Private Leased Quarters have the following options:

Retain their private leased quarters

Service members who desire to retain their Private

Leased Quarters:

- Will continue to be paid BAQ and OHA.
- Must notify their landlord of their extended absence.
- Are responsible for making arrangements for payment of rent, utility and phone bills prior to departure. Establishing direct payroll deposits for automatic bill paying is strongly recommended.
- Must make arrangements for a responsible individual to act as point of contact (POC) to continue the care and upkeep of their rental unit during their absence. The POC should be provided keys to the rental unit to oversee the security of the service member's personal property, and to periodically check the unit to ensure no damage occurs, and a special power of attorney to act in the service member's behalf in case of fire, floods, or other related problems resulting in damage to personal, Government and landlord furnishings and equipment.
- Must inform the Housing Division and the landlord of the name, and duty, work and home telephone numbers of the POC.
- Should consider whether it is more cost effective to continue non-essential utilities (telephone and cable TV) or to temporarily discontinue those services. Disconnecting and reinstallation fees are the responsibility of the service member.
- Should consider acquiring liability insurance and personal property insurance in the event damage occurs to their quarters or to Government or landlord property due to negligence, breaking and entering, theft or vandalism.
- Make arrangements for the care of any pets by non-deploying personnel, personal friends, or the spouses of personal friends. Pets are not to be left in vacant quarters unattended for any period of time.
- Must ensure that their POV is secured either at his Private Leased Quarters unit or in a Government approved designated area.

Move Out of Private Leased Quarters Prior to or During Deployment

Service members must coordinate with their unit commanders to certify their deployment status and with the BSB Housing and Transportation Division before initiating termination actions. Termination of

leases will be in accordance with lease contract agreements. A power of attorney is required for anyone other than the service member to terminate Private Leased quarters.

Service members should notify their landlords in advance if they intend to move out of their Private Leased Quarters. Written notice must be given to the landlord as specified in the lease agreement and lease requirements for cleaning, damages and renovation fees must be fulfilled. The Housing Office should be contacted for assistance in determining the provisions of lease contracts. Any costs associated with the termination of the lease agreement are at the service member's expense.

Movement and storage of household goods (HHG) during deployment will be at Government expense. Service members must coordinate pickup of their HHG with the BSB Transportation Office. The service member's subsequent move into new quarters upon return from deployment will also be at Government expense.

Arrangements must be made with the Housing Office to have Government furniture, furnishings and appliances picked up prior to final inspection and return of the rental unit to the landlord.

In addition, unaccompanied personnel residing in

PRH must provide unit personnel with the following information:

- Written instructions and a strip map detailing how to drive from his duty location to his quarters.
- The name, phone number and address of his landlord.
- The location of his POV. This information will be kept on file for reference purposes in case of personnel turnover.
- If Government quarters are not available upon return from deployment, the service member is authorized incoming TLA to re-establish private rental housing.



15-3 Transient Housing Facilities

In the event transient housing facilities are needed to house deployment personnel, non-deployment TDY soldiers occupying transient quarters will be displaced and issued Certificates of Non-Availability authorizing them to seek other accommodations.

Chapter 16

Banking and Indebtedness

16-1 Responsibility

The responsibilities of taking care of a house/apartment are a serious matter and involve payment of large sums of money. **Your money!** A serious approach to responsible money management is needed to ensure that your interests and the interests of the U.S. Government are adequately protected. This logically begins with opening a bank account for proof of payment purposes, and for the convenience of paying such local currency obligations as rent, utilities and telephone. In fact, the many conveniences you enjoyed at your stateside bank are every bit as convenient in the Netherlands. Unlike in the U.S., however, banking officials prefer an appointment to conduct any kind of banking business.

Telephone numbers for banks can be obtained at the Housing Office and, of course, are listed in the local telephone directory.



16-2 Financial Problems

It is the responsibility of the service member to pay his/her bills. Occasionally, personnel transferring to another duty station "skip out" on bills owed for utilities, telephone, rent and/or other claims.

In order to preserve the good name of the organization and U.S. Forces, the 254th BSB requires the Housing Office to pursue those that have not fulfilled their financial obligations until such time that outstanding debts have been paid in full. If the Housing Office is unsuccessful, the chain of command, and eventually, the legal office will become involved.

If you are unable to make payments on rent, utilities or to meet other housing obligations, please do not hesitate to request the assistance of the Housing Referral Officer. The HRO can assist you in solving your problem(s). **Do not** let your financial problems accumulate. Identify any problem at an early stage.

Table 1

Adequacy Standards For Housing

Housing that meets the following criteria is considered to be adequate and suitable:

- ◆ The unit is required to be located within a one hour commuting distance by POV during rush hours, and no further than 30 miles (50 km) from the installation.
- ◆ The rental agreement is required to contain a military clause for termination of lease in case of transfer, or assignment to Government controlled housing.
- ◆ The unit must have a private entrance, bath and kitchen for the sole use of a single family.
- ◆ The unit is required to be arranged so that kitchen, bathroom, and living room can be entered without passing through another bedroom.
- ◆ The unit must have a number of bedrooms that meet the criteria.
- ◆ The unit is required to have the following minimum net floor area.

No. of <u>04 and Above</u> bedroom(s)	<u>sq.ft.</u> <u>sq.mtr.</u>		<u>Junior Officers</u> <u>sq.ft.</u> <u>sq.mtr.</u>		<u>Enlisted</u> <u>sq.ft.</u> <u>sq.mtr.</u>	
1	-	-	700	65.00	550	51.00
2	950	88.25	865	80.35	750	69.67
3	1120	104.00	1035	96.14	960	89.17
4	1225	113.80	1185	110.00	1080	100.33

- ◆ The unit must have at least one bathroom consisting of sink, lavatory and tub or shower.
- ◆ The unit is required to have quality sanitary facilities and sewage disposal.
- ◆ The unit must contain an apparatus producing sufficient quantity of hot water for installed plumbing fixtures and appliances.
- ◆ The kitchen must have a sink with running water and enough space for a range, refrigerator and space for preparation of food.
- ◆ The unit must have a continuous supply of potable water.
- ◆ There must be electrical service for lighting and normal electrical equipment.
- ◆ A washer and dryer connection or accessibility to a laundry facility must be available.
- ◆ The unit must have a permanent heating system that provides healthful and comfortable living conditions. Portable heating systems are not acceptable.
- ◆ There must be suitable roadways, walks and steps for convenient access to the living unit.
- ◆ The unit is required to be structurally sound without any type of potential hazard to occupants.
- ◆ The unit must be in a good state of repair, interior and exterior, providing adequate shelter from the elements.
- ◆ The unit is required to be located in a residential area which is acceptable from a health, sanitation and safety standpoint.
- ◆ There must be parking space available either on premises or adjacent property, or reasonably available on-street parking.
- ◆ The average total cost (including rent, utilities and other operating costs, except for telephone and cable-TV charges) must **not** exceed the total housing allowances (BAQ, OHA, MIHA) plus out of pocket money. The maximum out of pocket money allowable amounts can be obtained at your finance office or at the HRO.

Table 2

Minimum Cleaning Standards

Item	Responsible for cleaning	
	Resident	Contractor
Floors, rugs and installed carpet Sweep or vacuum. Remove stains, wax, and dirt sediments. Damp mop floors. Wax tile and wood floors evenly without streaks. Clean area rugs and installed carpeting to remove dirt and spots.	x	x x x x
Walls and ceilings Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls. Remove all nails and hooks. Remove all dirt, smudges, and other spots.	x x	x
Windows Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film. Clean window sills, curtain rods, and blinds. Remove screens, brush and wash to remove lint and dust, and reinstall.		x x x
Doors Remove all dirt and stains on both sides. Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.	x	x
Lighting fixtures Ensure all fixtures have operating light bulbs. Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks. Remove, clean, and replace globes and lamp shades.	x	x x
Cabinets, closets, drawers, and shades Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items. Wash all surfaces so that they are free of dirt and stains.	x x	x
Mirrors — Clean to shine with no streaks.		x
Radiators, pipes, and heating vents Wash radiators, pipes, and vent registers. Remove dirt, sediments, and stains.		x x
Refrigerator and freezer Defrost and wipe doors. Remove all food particles. Unplug and leave door open. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils. Clean and replace drain pan. Clean surface beneath, above, and behind appliance. Move appliance away from wall for cleaning and move back after cleaning.	x x x	x x x x x
Range Remove all burned/crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side.	x x	x x
Ventilation, air vents, and range hoods Wipe down range hood. Wipe down air vent grills and replace filters as necessary. Remove completely grease, stains, and dirt sediments inside and outside. Clean or replace permanent filters.	x x	x x

	Resident	Contractor
Dishwasher Wipe down interior and exterior surfaces. Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser. Remove mineral deposits in bottom of machine and on door.	x	x
Kitchen, bathroom, and toilet Remove stains, lime and mineral deposits, and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware. Clean wall and floor tile. Polish all equipment, fixtures, and wall tiles to a streak-free shine.	x	x
Trash cans Empty and remove any crusted-on garbage. Empty and clean.	x	x
Upholstered furniture Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.	x	x
Wooden furniture Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Lightly wax outside surfaces and polish to a shine. Clean doors and drawers to be free of dust, dirt, or other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.	x	x
Bedsprings, box springs, and mattresses Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.	x	x
Outside area Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.	x	
Self-help Accomplish all self-help items per local requirements.	x	
Miscellaneous - Remove all personal items before final inspection.	x	



Appendix A

Household Hazardous Waste

Hazardous waste is any chemical identified as flammable, corrosive, reactive, toxic or carcinogenic at the time it is ready for disposal.

Examples of Hazardous Wastes

In the House

Oven cleaners, floor cleaners, window cleaners, photo chemicals, arts and crafts supplies, dry cleaning fluids, metal or furnish polish, rust or wood preservatives, wood stains, oil and lead base paints, paint thinner, medicine, spray cans, glue-sticks and batteries.

In the Garage

Gasoline, used motor-oil, anti freeze, brake and

transmission fluids, engine cleaners, ether sprays, engine and radiator flushes and batteries.

Garden/Yard Items

Pesticides, herbicides, insect sprays, rodent killers and swimming pool chemicals.

Warnings

Never mix two or more chemicals! This can create chemical reactions that may cause serious injury.

Keep hazardous waste out of the reach of children.

Keep chemicals in their original containers.

The Hazardous Waste Storage Facility is in Building 33, turn-in is each Wednesday 1300- 1400 hours.

Appendix B

Alterations to Quarters and/or Quarters Areas

Occupants are not permitted to make any physical or structural changes to quarters, grounds or landscape without prior written approval from the Housing Division. This includes installation of TV antennas, satellite receiver dishes and Air Condition Units. Once authorized, work must be done by an official dealer and at no expense to the Government, and must be removed prior to terminating quarters.

Alterations may remain to benefit new occupants only:

- If written approval is granted by the Family Housing Manager.
- If the new occupant assumes responsibility for the alternation(s) and the requirement to return the property to the original condition.

Non-Standard Alterations

Any unauthorized, improperly maintained, or non-standard alterations, equipment or structure identified by the Housing Division must be removed or suitably upgraded by the occupant. If this is not accomplished within 10 days of notification, it will be removed by the Government at the occupant's expense.

Fences

Request for permission to put up a fence will be submitted to the Housing Division using the standard format available at the Assignment and Termination Section, and will include a description and diagram of the proposed fence.

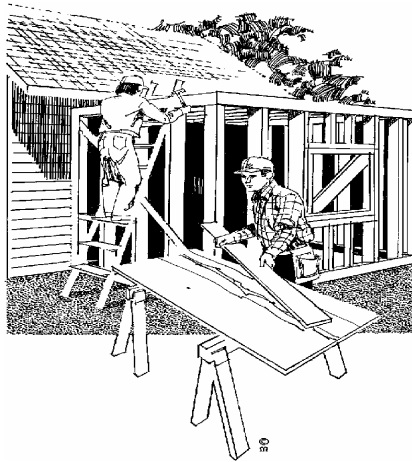
The fence will **not** be erected until approval is granted.

Detailed specifications, including materials authorized for both chain link and wire fences, can be obtained from the Housing Division.



Antennas/Satellite Dish

Requests for permission to install an antenna or satellite dish will be submitted to the Housing Division, using standard format for alterations available at the Assignment and Termination Section. Any antenna installation must be inspected by the Electric Shop, O&M Division, DPW. For private leased quarters contact the Housing Referral Office.



Ceiling Fans, Light Fixtures and Electrical Outlets

Requests for permission to install electrical fixtures/outlets will be submitted in writing to the Housing Division using the standard form available at the Assignment and Termination Section.

Work must be accomplished by a licensed electrician. The finished installation must be approved by an inspector from the DPW electric shop.

Quarters must be returned to original condition (original fixtures re-installed) by a licensed electrician prior to termination of the quarters.

Installed fixtures must not exceed the electrical rating of the circuit.

Alterations, such as cutting holes in the wall or ceiling to facilitate such installations, are not authorized.

Water Beds

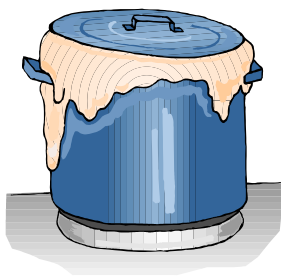
For structural and safety reasons, water beds are generally prohibited in Government quarters. Individual written request for exceptions may be approved by the Chief Housing for placement of a water bed on a floor with a concrete slab base. Damage caused by leakage or by the weight of a water bed can be severe. Occupants will be held liable for any damage to Government Quarters caused by a water bed.

Appendix C

Cooking, Water & Laundry, and Ironing

Cooking

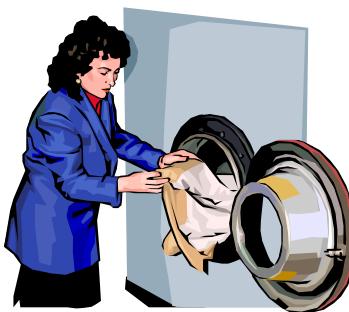
- If you have a gas stove, make sure the pilot light is burning efficiently with a blue flame.
- Never boil water in an open pan. Use a lid.
- Keep range-top burners and reflectors clean.
- Match the size of the pan to the heating element.
- If you cook with electricity, get in the habit of turning off the burners several minutes before the allotted cooking time is over.
- When using the oven, make the most of the heat from that single source.
- In the summer, use the range exhaust vent to remove cooking heat/humidity.
- Thaw frozen foods prior to cooking. Put in the refrigerator one day before using.



- For timed cooking, watch the clock or use a timer.
- Use small electric pans or ovens for small meals.
- Use pressure cookers and microwave ovens if you have them.
- When cooking with a gas range-top burner, use moderate flame settings to conserve gas.
- When you have a choice, use the range-top rather than the oven.
- Don't preheat your oven.
- When using the oven, turn it off several minutes before the cooking time is over.

Water and Laundry

- Use the recommended amount of detergent.
- Wait until you have a full load to wash.
- After use, turn off hot and cold water faucets.
- Wash clothes in cold water whenever possible.
- Soak heavily solid clothes in detergent before



washing to shorten the wash time.

- Run dryer only long enough to dry the clothes.
- Clean dryer's lint screen after each load.
- Dry your clothes in consecutive loads.
- Keep the outside exhaust of your clothes dryer clean.

Ironing

- Turn off iron when there are interruptions.
- Remove clothes that will need ironing from the dryer while they are still damp.
- Save energy needed for ironing by hanging clothes in the bathroom while you are bathing or showering.



Appendix D

Fire Prevention & Precautions

Fire Prevention

Monitor cooking operations closely with adult supervision. **DO NOT** leave cooking unattended.

Store flammable liquids away from all sources of ignition and in well ventilated areas.

Keep matches, lighters and other incendiary material where children cannot reach or see them, and instruct family members on the hazards of smoking materials.

Properly dispose of all smoking materials.

Keep curtains, dish towels, paper and other flammable items away from kitchen stoves.

Keep exhaust hood and ductwork free of grease.

Avoid overloading of electrical circuits with too many appliances.

Instruct family members on alternate methods of extinguishing kitchen grease fires by using a suitable lid or cover.

Use a spark screen in front of fireplaces.

Keep oily polishing rags and waxing materials in an approved metal container.

Keep combustible materials away from the furnace, water heater and other sources of ignition.

Clean clothes dryer lint trap after each load, and clean vent regularly.

Enforce "NO SMOKING IN BED" rule.

Instruct baby sitters of fire prevention and emergency notification procedures.

Instruct family members on what to do in case clothing catches fire.

Devise emergency escape plan for occupants to be familiar with.

Never leave clothes dryer (or washer) running when you leave home.



Properly connect exhaust line from dryer to duct.

Store dirty clothing in hampers. Do not place them near a source of heat.

Attics and crawl spaces should not be used for storage.

Store gasoline and other volatile flammable liquids outside the home in approved (UL, FM) containers.

Limit the use of extension cords, placing them where they will not be subject to foot traffic, heavy objects, doorways, etc.

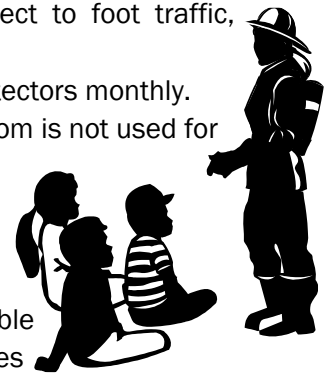
Check heat and smoke detectors monthly.

Ensure that the furnace room is not used for any type of storage.

Instruct family members in the proper fire reporting procedures.

Use sturdy non-combustible candle holders. Place candles clear of combustible materials and out of the reach of children. Avoid drafts that could cause a candle flame to reach draperies, curtains, and decorations. Do not place candles in places where a child playing might cause a candle to tip over. Always put candles out when leaving the house or retiring for the night.

Apply common sense if you choose to burn candles in your home.



Natural Gas Safety Precautions

When a gas leak is suspected and the source cannot be located, but the odor persists, use the following precautions:

- ✦ Use a neighbor's phone, not yours, to notify the gas company (Essent 0800-0004).
- ✦ Open all doors and windows for ventilation.
- ✦ Do **not** turn on or off any electrical appliance or fixture, including lights.
- ✦ Evacuate all occupants.
- ✦ Do not re-enter the quarters until expert personnel declare it safe to do so.

Appendix E

Energy Management - Tips for Saving Energy

Occupants are responsible for practicing energy conservation, avoiding waste and abiding by energy conservation methods, policies and procedures issued by the Housing Division and/or the DPW Energy Officer. Housing occupants can conserve energy and reduce consumption without sacrificing comfort. *Use utilities as if you were paying the bill.*

Electricity - Lighting

Turn off lights in unoccupied areas such as basements, garages, and outdoor areas in daylight.

Use energy saving lamps for general room lighting.

Limit the use of high wattage bulbs; *never* exceed the light fixture capacity.

Turn off TV's, stereos, radios, appliances and transformers when not in use.

Keep all lights and fixtures clean. Lighting efficiency is reduced drastically by unclean fixtures and lamps. Make sure lights are off before cleaning.

Make maximum use of daylight.

If your quarters have a double Electric Meter, you can maximize your energy savings by operating the washer and dryer only on weekends, Friday 2100 to 0700 Monday, on any Dutch National Holiday, and between 2100 and 0700 daily.

Heating - Winter

Heating accounts for approximately 60% of the community utility bill. Lowering the thermostat when you retire for the night or when you leave the house for extended time will conserve natural gas consumption and lower the cost of the utility bill.

Set thermostat at 16 C (61 F) at night; no higher than 20 C (68 F) during the day. Turn thermostat to 13 C (55 F) when you are away for extended periods. Setting the thermostat 1 C (2-3 F) lower will decrease heating consumption by at least 5 percent.

Make sure the water pressure of the central heating system is between 1 and 2.

Open curtains during the day to allow sunrays to help warm rooms and provide light. Close curtains and window shades at night to minimize draft. Close radiators in unused rooms and close heater ducts.

Air supply registers and recirculating grilles should not be covered, even partially, or circulation of air will be retarded and heating efficiently decreased. Keep register and grille faces clean and dust/lint free. Vacuum cleaners are helpful in doing this job.

Place furniture where it does not obstruct radiators.

Keep garage doors closed. A closed garage will be 5

C (8 F) warmer than the outside air.

In cooler indoor temperatures, dress warm.

Never open a window in the room where the thermostat is located, unless the thermostat is lowered. Otherwise, fuel will be wasted by overheating the rest of the house. If bedroom windows are left open at night, close bedroom doors and be sure they fit tightly, so that the rest of the house will stay warm.

Immediately report broken windowpanes.

Report a missing filter immediately.

Cooling - Summer

Use mechanical ventilation (fans) rather than air conditioning when outside air temperature is cooler than inside.

While air conditioning is running, keep doors and window closed to minimize the cooling load.

Use shades and drapes to keep out direct sunlight. The sun can heat up a room faster than air conditioner can cool it.

Clean or replace air conditioner filters at least once a month. Accumulated dust inside the unit causes it to run longer and cool slower. Use a fan with your air conditioner to quickly facilitate the circulation of cool air.

When options exist, situate the air conditioner on the north side of the building, out of the sun. It will run smoother and cool quicker.

Appliances

Many times, a more energy efficient appliance will initially cost a few dollars more, but this may be more than offset later by reduced operating cost.

Don't buy an appliance that doesn't fit your needs. Plan for the future. A wise buying decision now may save you additional expense later on.

Turn off appliances when not in use.

Check Energy Efficient Rating (EER) when buying an appliance. The higher the EER, the more efficient. Anything rated at 8.0, or higher, is excellent.

Refrigerators

Leave space between food items in the refrigerator, so air can circulate.

Defrost refrigerator frequently. Frost should never build up more than a quarter of an inch thick.

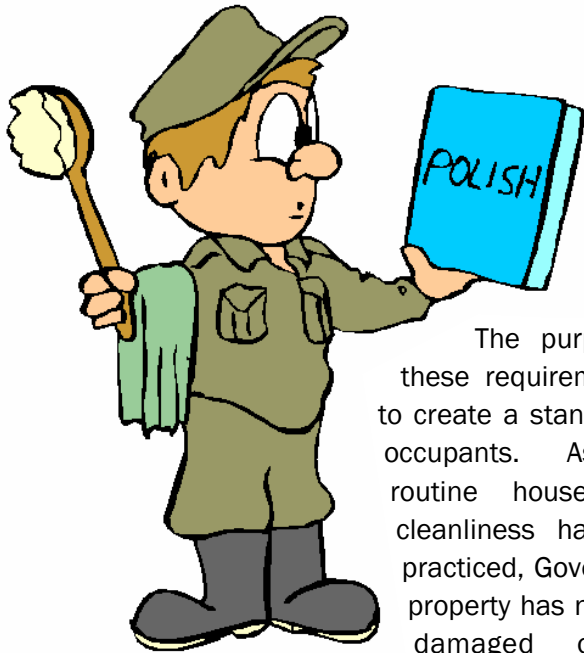
Clean dust off the refrigerator back, especially coils.

Check air tightness by putting a dollar bill between gasket and door. Bill should not come out easily.

Never place refrigerator close to a radiator or next to a stove/furnace.

Appendix F

Cleaning Quarters Upon Termination



The purpose of these requirements is to create a standard for occupants. Assuming routine housekeeping cleanliness has been practiced, Government property has not been damaged or de-

stroyed, and instructions contained on the following pages have been followed, occupants should have no problem clearing quarters. Also see Table 2.

Floors, Rugs, Installed: Sweep or vacuum.

Walls and Ceilings: Remove all dirt, cobwebs, crayon marks, pencil marks, and food, from walls. Remove all nails and hooks.

Doors: Remove all dirt and stains on both sides.

Light Fixtures: Ensure all fixtures have operating light fixtures.

Cabinets, Closets, Drawers, and Shelves: Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items.

Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters as necessary.

Kitchen, Bathroom, and Toilet: Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.

Trash Cans: Empty and remove crusted-on garbage.

Upholstered Furniture: Wipe down and remove stains.

Wooden Furniture: Wipe down and remove stains.

Bedsprings, Boxsprings, and Mattresses: Wipe down and remove stains.

Outside Areas: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.

Miscellaneous: Remove all personal items before final inspection.

Cleaning standards for appliance program

Prior to a scheduled pick-up, you must ensure that household appliances are clean and can be re-issued without undergoing expensive cleaning by contractor personnel.

At minimum, these functions will be performed:

Refrigerators

Unplug refrigerator from electrical source.

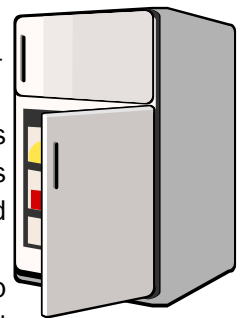
Completely defrost, including freezer. **Do not** use any sharp instruments to remove frost.

Remove all dried food particles and accumulated spillage stains from metal and plastic shelves and storage compartments.

If necessary, use a small brush to remove dried food particles and stains from the guides that door shelving fits into.

Remove crisper containers and thoroughly clean the bottom of the refrigerator. All crisper containers will be washed in warm soapy water and should be thoroughly and clean and dry.

Wash all interior surfaces with a mild detergent or warm soapy water. Rinse with a warm water solution of baking soda and thoroughly dry all surfaces.



Thoroughly clean rubber gasket around perimeter of door, ensuring grime and mildew are completely removed.

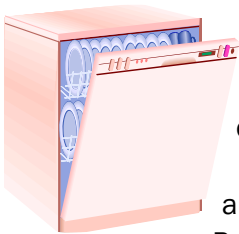
Wash exterior of refrigerator and, using a vacuum cleaner, remove dust from the coils on the backside of the refrigerator.

When applicable, remove condensation drip pan, located in cabinet below the refrigerator compartment, and wash with warm soapy water. Thoroughly dry and replace drip pan.

Leave door(s) open when refrigerator is unplugged.

Dishwashers

Unplug from electric source.



Thoroughly clean drain area of all accumulated food particles. Strainer(s) should be removed and cleaned.

Clean door seal and surrounding area.

Remove any encrusted or accumulated detergent from the detergent dispenser area and wipe clean.

Completely wash the outside of the dishwasher with a mild detergent and dry thoroughly.

Ranges/Oven/Electric and Gas

Turn off circuit breaker for stove and oven. If you have a gas range, assure gas valves are closed.

Using a commercial oven cleaning product (Easy Off, etc.), remove and thoroughly clean all shelving units.

Completely clean interior of oven cooking chamber, including glass viewing door.

Using a mild grease cutting detergent, completely clean the top burner area. Be sure to remove all hardened, accumulated grease, stains and food particles from the area.



If stove is equipped with electric burner coils, carefully lift and remove coils. Remove drip pans and thoroughly clean accumulated grease and other foreign matter with warm water, a scouring pad, and a cleanser. Dry thoroughly and replace dip pans and burner coils into their original positions. **Do not** immerse or submerge burner coils in liquid of any kind!

Remove small burner tops from all gas burners, properly clean them, including burner area, and replace.

Lift the large top cover of the range which protects the burners. Clean the area beneath this cover using hot soapy water. Dry entire surface and replace cover.

Completely wash the exterior of the range/oven with warm water and a mild detergent and dry thoroughly.

Washers

Unplug washer from electrical source.

Using a mild detergent or warm soapy water, thoroughly clean the exterior and interior surfaces. Also clean the rubber gasket inside the washer door. Dry the gasket completely making sure the interior surface contains no water residue.

Remove any encrusted or accumulated detergent from the detergent dispenser area and wipe clean.

Remove accumulated lint and debris from filter or strainer.

Completely wash the outside of the washer with a mild detergent and dry thoroughly.

Using a glass cleaner, wash the exterior and interior of the viewing window and dry thoroughly.

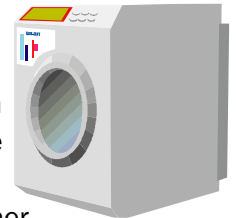
Dryers

Unplug dryer from electrical source.

Remove dryer lint screen, clean thoroughly and replace.

Using a mild detergent or warm soapy water, wash the exterior of the dryer and dry thoroughly.

Using a commercial glass cleaner, wash the interior and exterior of the viewing window to remove all residue of lint and fabric. Dry thoroughly.



General Information

Do not remove or dispose of appliance parts and/or accessories in order to avoid cleaning.

Be sure to allow enough time to thoroughly clean and sanitize appliances. Often, several hours or an overnight wait will be required for the defrosting of the refrigerator and the cleaning of the oven compartment. *Prepare accordingly!*

Appendix G

Liability for Damage to Assigned Quarters

You may be held liable when your Government Quarters, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. Abuse means either willful misconduct or the deliberate, unauthorized use of quarters, i.e., conducting an unauthorized business in the housing unit. You are negligent if:

1. You act carelessly.
2. If you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct.

Limits on Liability

The Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by gross negligence or willful misconduct. If gross negligence or willful misconduct is clearly shown, you are liable for the full amount of the damage or loss. Such liability could amount to thousands of dollars. You are grossly negligent if you:

- Act in a reckless or wanton manner.
- Are aware that your family members or persons you allow on the premises are likely to act recklessly.
- Do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from willful misconduct or reckless behavior of family members or guests, and despite such knowledge.
- Fail to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

Damage Liability

You are not liable for damages as a result of fair wear and tear. You are, however responsible for damages caused by pets belonging to you or your guests.

Reports of Survey

Special rules for quarters-related Reports of Survey permit commanders to waive claims for damages or loss when such claims are found to be in the best interest of the U. S. Government. This new waiver authority is similar to forgiveness of the debt. If a waiver is requested but denied, you can appeal the matter through Report of Survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

Liability Insurance

Although the Army does not require it, you may want liability insurance for your own protection and peace of mind.

Policies offered by insurance companies may include some or all of the following:

1. Fire and related damage.
2. Volcanic, windstorms, earthquakes, and other acts of nature and related damage.
3. Theft of personal property from the premises or from within your vehicle.
4. Damage to the property of others.
5. Personal liability coverage.
6. Cost of defending covered lawsuits (whether you are liable or not).

Some Insurance companies offer discounts for non-smoking homes, fire extinguishers and smoke detectors located on the premises.

Additional riders can be attached to include sewage back-up, pet damage, firearms, jewelry or specialty equipment.



Appendix H

Senior Occupant Program

It is generally recognized that providing accompanied or unaccompanied housing, drives installation quality of life (QOL). Thus, it is important that strong partnership among housing residents, the 254th Executive Officer, the Command Sergeant Major (CSM), Senior Occupants and the Director of Public Works (DPW) exists within the Chain of Concern. This Chain of Concern must function in concert to foster the sense of community necessary to achieving family wellness. This unique chain however, does not ignore or replace the normal chain of command. It rather augments and reinforces it.

This guidance focuses on the duties and responsibilities of Senior Occupants (SO) of all the Government leased housing areas under 254th BSB command, as well as the role of the DPW in support of the SO program. SO's also ensure high standards of order and discipline among family housing occupants, and encourage proper care, maintenance and security of Government property throughout all family housing areas.

Senior Occupants Responsibilities

Assist the Commander in enforcing the rules and instructions of the family housing manual.

Resolve minor disputes among occupants. When unable to settle disputes, the Chief of Housing should be contacted.

Ensure dwelling occupants maintain proper standards of cleanliness and perform grounds maintenance services for individual yards. This includes grass trimming, upkeep of flowers and/or bushes and removal of weeds, leaves and snow.

Ensure that occupants park their vehicles within designated areas. Parking spaces are assigned on a basis of one space per family.

Ensure that occupants comply with current regulations and directives, and are aware of all notices affecting housing that may be published in the Heraut and other media.

Display the Yellow Tab as the first tab in the quarter name holder to readily identify the Senior Occupant's quarters.

Support the Community Life Program by personal

attendance at all town meetings called by the Commander.

Designate an alternate SO to act in the absence of the officially appointed SO.

Issue written notices to occupants found not to be complying with established policies and/or standards. After two written warnings have been issued and occupant fails to comply with requirements, report the situation to the Housing Manager.

Assist Family Housing with distribution of information and supplies.

DPW Responsibilities

Formulates administrative housing policies, rules and instructions for occupants of Government housing areas.

Issues written warnings to occupants who fail to comply with provisions of this manual.

Refers repeat offenders to the 254th Base support Battalion (BSB) CSM who will coordinate with the chain of command for corrective action. Assists the chain of command when a recommendation for termination of occupancy is submitted to the Commander.

Publishes Memorandums of Instruction (MOIs) and provides engineering support for Spring and Fall clean-ups.

Performs general maintenance services for all areas not contracted for.

Appoints by Memorandum all SO's and publishes a monthly listing of same.

Procedures

Complaints, disputes and problems pertaining to good order and discipline, state of police, parking and occupant compliance with DPW Family Housing directives, policies and regulations will be handled exclusively through the SO. Members of this chain will deal directly with the service member's chain of command when enforcing standards.

Matters dealing with community wide Quality of Life (QOL), community health and welfare, public safety and installation operations will be referred to the 254th BSB CSM for resolution by the Commander.

Appendix I

Violation of Standards Notice

Violation of Standards Notice in Government Quarters

The following violations of standard were noted at quarters _____
at _____ (time) on _____ (date).

_____ Trash in front/back yard _____

_____ Grass cutting _____

_____ Snow/Ice removal _____

_____ Outside lighting on during daylight hours _____

_____ Outside water running _____

_____ Excessive lawn watering _____

_____ Unauthorized construction _____

_____ Safety/Fire hazard _____

_____ Parking on grass _____

_____ Unauthorized recreation vehicle parking _____

_____ Other _____

You are directed to correct these deficiencies no later than

Report initiated by:

Name: _____

Date: _____

Position: _____

Telephone: _____

CF:
Senior Occupant
Sponsor Unit

Appendix J

Sample Utility Bills

Refer to the following pages for samples of ESSENT, Water, and year-end bills.

Advance Bill - Electric/Gas

-essent

Energie Limburg bv
Voorschotnota

Postbus 1107, 6040 KC Roermond
tel. 0800-0004
Postbank
ABN-AMRO

254th BASE SUPP
RINKENS
Postbus 1107
6040 KC Roermond

klantnummer: 10925
verzenddatum: 14.05.2002
contract(groep): 90050787
boekmaand: 05.2002

samenstelling Betreft: Schinnen Achter de Kerk 4

			bedrag excl. btw	BTW % bedragen	totaal bedragen
Electriciteit	Mei	2002	109,36		109,36
Gas	Mei	2002	181,52		181,52
Nota behoort tot een verzamelnota					totaal 290,88

Closure Bill - Electric/Gas

-essent

Energie Limburg bv
Afreken-/voorschotnota

Postbus 1107, 6040 KC Roermond
tel. 0800-0004
Postbank
ABN-AMRO

254th BASE SUPP
RINKENS
Postbus 1107
6040 KC Roermond

klantnummer: 10925
verzenddatum: 15.05.2002
contract(groep): 10839812
notare: 36900770
boekmaand: 05.2002

afrekennota
over de periode

BETREFT: Achter de Kerk 4 6365 CP Schinnen
07.05.2001 t/m 06.05.2002

	meterstanden eind	meterstanden begin	verbruik	prijs per eenh. in: eurocenten	verbruiks bedragen	vaste bedragen	aant. mind	BTW % bedragen	totaal bedragen
Volta elektr. boiler		05.2001-12.2001			15,329	8			122,63
Volta elektr. boiler		01.2002-04.2002			16,020	4			64,08
totaal									186,71
af reeds betaalde voorschotnota's									
Betalingen verwerkt t/m 10.05.2002									
12.2001	15,33	01.2002	15,33	02.2002	15,33	04.2002	15,33		
04.2002	15,33	07.2001	15,33	08.2001	15,33	08.2001	15,33		
09.2001	15,33	10.2001	15,33						
totaal									153,30
saldo									6,00
bij voorschotnota over de maand 05.2002									
Volta		Bedrag excl. BTW	16,02	BTW bedrag		voorschot bedrag	16,02		
totaal voorschotnota									16,02
Nota behoort tot verzamelnota 1000757									49,43

Yearly Bill - Electric/Gas



Energie Limburg bv Afreken-/voorschotnota

Postbus 1107, 6040 KC Roermond
tel. 0800-0004
Postbank
ABN-AMRO



254th BASE SUPP
RINKENS
Postbus 1107
6040 KC Roermond

klantnummer		verzenddatum
10925		15.05.2002
contract(groep)	nota nr.	boekmaand
90050787	36909610	05.2002

afrekennota over de periode

BETREFT: Achter de Kerk 4 6365 CP Schinnen
17.04.2001 t/m 22.04.2002

	metersstanden	verbruik	prijs	verbruiks	vaste	aant.	BTW		totaal bedragen
	eind	begin	per éé.nl in	bedragen	bedragen	mind	%	bedragen	
			eurocenten						
Elektra laag	91.487	81.948	9.539	5,258	501,60		0,00	0,00	501,60
Elektra hoog	84.345	78.565	5.780	10,166	587,62		0,00	0,00	587,62
Gas	64.718	56.681	8.037						
Cal. waarde	1,0124		8.137	23,092	1.879,03		0,00	0,00	1.879,03
Vastbedrag elektra 3x35A					22,150	4	0,00	0,00	88,60
Vastbedrag elektra 3x35A					20,647	8	0,00	0,00	165,18
Vastbedrag gas					4,000	4	0,00	0,00	16,00
Vastbedrag gas					3,403	8	0,00	0,00	27,23
totaal									3.265,26

af reeds betaalde voorschotnota's

Betalingen verwerkt t/m 10.05.2002

12.2001	344,98	01.2002	344,98	02.2002	344,98	04.2002	344,98
04.2002	344,98	07.2001	344,98	08.2001	344,98	08.2001	344,98
09.2001	344,98	10.2001	344,98				

totaal	3.449,80-
saldo	0,00
	184,54-

bij voorschotnota over de maand

05.2002

	Bedrag excl. BTW	BTW bedrag	voorschot- bedrag
Elektriciteit	109,36		109,36
Gas	181,52		181,52

totaal voorschotnota 290,88

Nota behoort tot verzamelnota 1000757

106,34

Noteer de meterstanden regelmatig, dan weet u of uw zuinigheid voor u en het milieu resultaat heeft.

Telefonisch bereikbaar van: maandag tot en met vrijdag van 08.00 tot 20.00 uur en zaterdag van 09.00 tot 13.00 uur.
KVK NOORD- EN MIDDEN LIMBURG 13041611 Internet: WWW.ESSENT.NL Fax: 0475-354501

alle bedragen in euro's

254th BSB METERREADING CARD

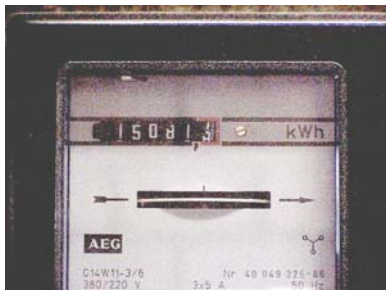
NAME _____

ADDRESS _____

DATE _____

Fill in the numbers you read on your utility, only note the numbers before the decimal point (if there is one). Also check if you have a single (1 tariff) or double (day/night) tariff. If you have City heat write down ALL the numbers including the decimal point.

ELECTRICITY SINGLE TARIFF



--	--	--	--	--	--	--	--

ELECTRICITY DOUBLE TARIFF



I							
---	--	--	--	--	--	--	--

II							
----	--	--	--	--	--	--	--

NATURAL GAS



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CITY HEAT (GJ)




WATER READING



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

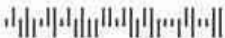
Please fill out this form every first day of the month and drop it of at the DPW office in Schinnen. By filling out this form you help us monitor the energy conservation program. Thank you for your cooperation. You may send this form electronically to maurice.kosters@benelux.army.mil or fax it to DSN 360-7554.



Postbus 1060 - 6201 BB Maastricht - Limburglaan 25
Telefoon Klantenzaken 0800 - 023 30 40 - Telefax Klantenzaken 043 880 80 07

Eindafrekening

254TH BSB
BORGERWG 10
6365 CW SCHINNEN



Voor het adres
GANK 85
6374 NK LANDGRAAF

Overeenkomstnummer 1004080792/4
Klantnummer 407841

Datum 18/05/2002
Rekeningnummer

Totaalbedrag van deze factuur	€	-132,30
-------------------------------	---	---------

Bij reacties graag uw overeenkomstnummer vermelden

Water									
Meternummer	21509490								
Verbruikperiode	01/03/2002	04/11/2001							
	eindstand	oc	beginstand	oc	verbruik	dagen	tarief		
Water kleinverbruik	940 m³	E	911 m³	S	29 m³	117	1,4690	€	42,60
Vastrecht							0,0436	€	5,10

Bedrag inclusief BTW € 47,70

Af: reeds berekende termijnbedragen
(De vermelde periode betreft de maand waarop het termijnbedrag bij u in rekening is gebracht).

	nov '01	mrt '02				
€	90,00	€	90,00	Termijnen af	€	180,00
					Totaal	€ -132,30

Uw rekeningnummer is bij ons niet bekend. Het bedrag van € 132,30 maken wij over zodra u ons uw rekeningnummer doorgeeft.


BTW specificatie	(totaal)	(berekend in voorschotten)				
	€ -,-	-,- € -,-	= (saldo)	€	0,00	

Uw laatste jaarverbruiken (herleid op jaarbasis) zijn

Water kleinverbruik	verbruikperiode (1 t/m 2)	37 m³	199 m³
---------------------	---------------------------	-------	--------

NV Waterleiding Maatschappij Limburg
Postbank nr 2307046
Handelsregister Maastricht dossier nummer 14602038 - BTW NL003045250B01

Blad 1 (tevens laatste blad)



Appendix K

Private Rental Housing Checklist

Service members may use this checklist to determine if potential private rental housing units meet adequacy standards.

LANDLORD: _____

TENANT: _____

CITY: _____

STREET: _____

TELEPHONE: _____

1. Is the unit within commuting distance? _____ Nearest installation: _____ Rush hour drive time: _____
2. Is the unit within the school bus route? _____
3. Does the landlord accept the private rental contract used by 254th BSB? _____
4. Is the unit a complete dwelling with private entrance, bath, kitchen, for sole use of the occupant? _____
5. Is the unit arranged so that the kitchen and the bathroom can be entered without passing through bedrooms (and vice versa) and so that each bedroom can be entered without passing through another bedroom? _____
6. How many bedrooms does the unit have? _____ How many bedrooms are you authorized as a minimum? _____
7. Does the unit meet the minimum size criteria for the number of bedrooms and sponsor's rank? _____
8. Is there at least one bedroom with a toilet, wash basin and a bathtub or shower? _____

		1	2	3	4
MIN. SIZE	04+	–	88.25	104	113.8
IN	01-3	65	80.35	96.14	110
SQ. METERS	Enl.	51	69.67	89.17	100.3

9. Does the unit have adequate sanitary facilities and sewage disposal? _____
10. Does the unit have a continuous supply of potable water? _____
11. Is there sufficient hot water for installed plumbing fixtures and appliances? _____
12. Does the kitchen have a sink with running water and space for a range, a refrigerator and food preparation? _____
13. Is the electrical service sufficient for lighting and operation of normal electric equipment? _____
14. Does the unit have washer and dryer connections? _____ If not, ask landlord if he is willing to install. _____

15. Are permanent installed heating facilities sufficient to provide healthy, comfortable living conditions? Do not include portable heaters. _____

16. Is the unit structurally sound and without serious potential hazard to occupants? _____

17. Is the unit in good repair inside and outside, providing adequate shelter from the elements? _____

18. Are there suitable roadways, sidewalks, and steps for convenient access to the unit? _____

19. Is the unit in a residential area and acceptable from a health, sanitation, and safety standpoint ? _____
Locations adjacent to factories, industrial processing plants, garbage and trash disposal areas, or other places subject to offensive odors, noises, or fumes are not acceptable.

20. Is parking available on the premises or on adjacent property? _____ If not, is parking reasonably available on the street? _____

21. Is the total monthly cost for the unit (rent + utilities) within the tenant's maximum available housing allowance, including **out-of-pocket** costs? _____

Total cost of unit: _____

Tenant's maximum housing allowance: _____

THIS UNIT IS: _____ ADEQUATE
 _____ INADEQUATE
 _____ PHYSICALLY ADEQUATE, BUT NOT FOR THIS SPONSOR

I accept/do not accept this unit. If not accepted, state reason(s) for non-acceptance
REASON(S): Be Specific

SIGNATURE OF SPONSOR

DATE

NOTES:

Appendix L

Safety Checklist

Use this Safety Checklist to take an inventory of your home. A little time spent now could help avoid an emergency later.

All Rooms

- Smoke detectors outside of sleeping areas.
- A door or screen in front of fireplace.
- Matches and lighters and all small objects out of reach of children.
- Heat producing appliances away from drapes, newspapers and other flammable materials.
- Space heaters away from flammable objects; automatically shut off when tipped over.
- Unattended buckets of water or liquid removed.
- All hazardous household products, prescriptions medication, drugs, toiletries and cosmetics securely stored in securely latched cabinets out of reach of children.
- All household cleaners clearly labeled in original containers.
- Plants out of reach of children.
- Bookshelves, cabinets and furniture stable.
- Sharp-edged furniture removed or padded.
- Carpeting and rugs secure.
- Window blind cords tied up out of children's reach.

Kitchen

- Appliances unplugged when not in use.
- Water heater thermostat at 120 degrees F and temperature regulator installed.
- Garbage stored in latched cabinet or pail.
- Place mats used, not table cloths.
- Shields over stove controls and burners.
- Pot handles turned in.

Bathroom

- Electrical appliances stored away from sink and bathtub.
- Curling irons, hair dryers, and electric razors unplugged when not in use.
- Ground Fault Interrupt (GFI) plugs installed.
- Child resistant toilet-cover latch installed.
- All expired or unused medicine flushed down the toilet.

- All toiletries and cosmetics stored out of reach of children.
- Non-skid mats in the bathroom and in bath-tub/shower.

Laundry Room, Basement and Garage

- Iron and ironing board stored away.
- Washer and dryer lids securely closed.
- Paint or oil-stained rags removed.
- All chemicals, paint, insecticide, sharp tools, and small hardware locked up and out of reach of children.
- Contact sensitive garage door installed.

Stairs

- Safety gates at top and bottom of stairs.
- Stairwells well lit.
- Slip-resistant strips on stairs.
- Stairs clear of any obstructions.

Electrical Appliances

- All unused electrical outlets covered.
- Electrical cords short and away from children.
- Electrical cords not under rugs or carpets.
- Clear space around the TV and stereo equipment.
- Ground Fault Interrupters in place.

Adult Bedroom

- Flashlight and phone near bed.
- Bed has no gaps between frame and wall.

Child's Room, Sleeping Area or Crib

- Toiletries, diapers and pins out of reach of children.
- Chests, dressers and chairs away from windows.
- Toy chests have safe lids.
- Baby's crib up to current safety standards.
- No plastic sheets, pillows or large stuffed animals in crib.
- Hanging toys removed or out of reach when infant can push up on hands and knees.
- Child's Crib mattress fits snugly - no gaps. Child's bed has no gaps between mattress and frame or frame and wall.

Appendix M

Home Security Survey

YES	NO	FIX	
			DOORS:
			1. Can all outside doors be locked (basement, patio, balcony, French, etc.)?
			2. Are the locks either double cylinder or single cylinder?
			3. Are the cylinder base plates made of solid metal rather than hollow wood?
			4. Have the short screws in the cylinder base plate been replaced with 2 ½ inch screws?
			5. Is there nearby glass or thin wood panels near the locks?
			6. Are all outside doors made of metal or solid wood?
			7. Are doors without cylinder locks provided with a heavy bolt or other secure device that can be operated only from the inside?
			8. Are basement doors equipped with locks that allow you to isolate it from other parts of the house?
			WINDOWS:
			1. Are all of your outside windows fixed with locks that work from the inside only?
			2. Are all windows secure and in good repair?
			3. Are windows able to be locked in a partially open position for ventilation?
			4. Are bars or ornamental grills on all ground floor and basement windows?
			5. Are there architectural features which may allow access to your home such as trellises, railings which could act as ladders, or fences near the home which allow climbing?
			6. Are there bushes or plants that may conceal an intruder?
			GARAGE:
			1. Are all garage doors and windows equipped with locks?
			2. Are locks secure and in good repair?
			3. Is your POV locked and the keys removed, even when the POV is in the garage?
			4. Is the electric garage door opener secured?
			5. Are doors connecting the garage to the home secured to isolate it from the rest of the house?
			OUTSIDE:
			1. Is foliage trimmed or pruned near your home or pathway leading to your POV?
			2. Are doorways and pathways well lit?
			3. Are motion activated lights installed on unlit exterior portions of your home?

Appendix N

CFMO Furnishing Requests

Unaccompanied Personnel (UPH) **Furnishings request for Service Members, not** authorized to ship their Household Goods (HHG) **or limited shipment** (shipment document required).

<i>Items</i>	<i>Quantity Requested</i>	<i>Quantity Approved</i>
Bed Double complete OR	_____	_____
Bed Single complete	_____	_____
Bookcase	_____	_____
Chair Dining (general purpose) (max. 2)	_____	_____
Chair Easy (< E5)	_____	_____
Chest of Drawers / Dresser	_____	_____
Davenport / Sofa (≥ E5)	_____	_____
Desk + chair	_____	_____
Lamp Table	_____	_____
Mirror	_____	_____
Table Coffee	_____	_____
Table End	_____	_____
Table Night	_____	_____
Table Square /Pivot (dining)	_____	_____
Wardrobe (max. 2)	_____	_____
Dishwasher (1)	1ea per Qrts _____	_____
Dryer (1)	1ea per Qrts _____	_____
Freezer (1,2)	1ea per Qrts _____	_____
Range Gas / Electric (1)	1ea per Qrts _____	_____
Refrigerator (1)	1ea per Qrts _____	_____
Washer (1)	1ea per Qrts _____	_____

Note:

1. If not built in or provided in quarters.
2. Only Remote Sites more than 75 KM from nearest Commissary Facility. Items are subject to availability.

Family Housing Furniture / Equipment

Temporary Furniture is for a *maximum* of 90 Days (loaner sets)

<i>Items</i>	<i>Authorized</i>	<i>Requested / Approved</i>
Bed Double Complete	1ea per Family	_____
Bed Single Complete	1ea per Child	_____
Bookcase	1ea per Household	_____
Chair Dining (general purpose)	1ea per person (or 4ea per Household)	_____
Chair Easy	2ea per Household	_____
China Cabinet	1ea per Household	_____
Davenport / Sofa	1ea per Household	_____
Desk	1ea per Household	_____
Chest of Drawers	1ea per Family member	_____
Table Coffee	1ea per Household	_____
Table Dining	1ea per Household	_____

These items are for permanent use:

Cabinet Kitchen	1ea per Qrts
Wardrobe (1)	1ea per person & 1ea per Qrts
Dishwasher (1)	1ea per Qrts
Dryer (1)	1ea per Qrts
Freezer (1,3)	1ea per Qrts
Range Gas / Electric (1)	1ea per Qrts
Refrigerator (2)	1ea per Qrts
Washer (1)	1ea per Qrts

NOTE:

1. If not built in or provided in quarters.
2. Depends on Family size
 - 16.5 cubic feet refrigerator for two or three dependents.
 - 19.5 cubic feet refrigerator four or more.
3. Only Remote Sites more than 75 KM from nearest Commissary.

Appendix O

Disclosure Form for Lead-Based Paint

254th BSB Disclosure Format for Target Housing Rentals and Leases and disclosure of information on Lead-Based Paint and Lead-Based Paint hazards.

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure, 254th BSB EMO lead-based paint inspector (initial) _____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing. _____ (b) Records and reports available to the lessor (check one below):

- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- Lessor has no housing reports or records pertaining to lead-based paint and/or lead-based paint hazards.

Lessee's (occupant) Acknowledgement (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Housing Manager Acknowledgement (initial)

_____ (e) Housing manager has informed the lessor of the lessor's obligations and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

LBP inspector Date

Lessee (occupant) Date

Housing Manager Date



Appendix P

Emergency Telephone Numbers

Medical Emergency	112
Fire Department (Dutch)	112
Police (Dutch)	112
Non-Emergency (Dutch Medical, Fire, Police)	0900-8844
Military Police Schinnen	046-443-7555
Military Police AFNORTH	045-526-2616

Housing Division

Chief, Housing Division	046-443-7342
Housing Manager	046-443-7345
NCOIC DPW	046-443-7338
Government Leased Quarters Specialist	046-443-7340
Single Soldiers Housing	046-443-7465
Housing Services Branch	046-443-7455/7567/7416/7247
Centralize Furnishing Management Office	046-443-7440
Self Help Store	046-443-7229

Directorate of Public Works

Service Order Desk	046-443-7215
Director Public Works	046-443-7521
Deputy Director Public Works	046-443-7420
Chief Engineering Work Management Division	046-443-7589

Housing Hours of Operation

Monday to Friday	0800-1630
Saturday and Sunday	Closed



Front and back photos by Jan Maessen

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